## Conservation District Supervisor Training Web Instructions

Access the website location at https://d2l.sdbor.edu

Note: There may be firewall restrictions for getting onto this site from federal computers.

Within the login box each supervisor enters their username name (such as John.Smith) as it is listed in the supervisor directory.

The initial password for each supervisor is their name (such as John.Smith). They will be prompted to change their password the first time they get in.

Then <u>click on home button</u> to proceed.

Once the home page comes up they will want to <u>click on the blue link</u> at the bottom of the middle "News" column. What comes up is the course home page.

The yellow task bar is what we are to use. Click on content

To the right of the blue "instructions" box <u>click on PowerPoint presentation</u> in the module you want to study. Use the blue function keys at lower left to navigate in the presentation.

When done with the PowerPoint program, exit out of it (<u>click on x in upper right hand corner</u>) then <u>click on quizzes</u> (in the yellow tool bar). <u>Click on the module quiz</u> you wish to take.

Note: You have 20 minutes to take a quiz. If you can't complete it in that time you will need to save what you have completed before that time and you can get back into it later to finish.

Please let Brian Scott if you are having any issues. Brian can be reached at 605-362-2764 <a href="mailto:brian.scott@state.sd.us">brian.scott@state.sd.us</a>

Orientation Manual for Members of South Dakota's Conservation Districts Board of Supervisors

The manual can be found on line at:

http://sdda.sd.gov/legacydocs/Forestry/publications/PDF/Supervisor-Handbook.pdf